

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of College

\_\_\_\_\_  
College Address

\_\_\_\_\_  
City, State, Zip

Dear College Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_

request cancellation of my school term: \_\_\_\_\_ enrollment and that all

charges incurred be waived for this term. The reason for this request is the activation of my

New Jersey Army National Guard unit: \_\_\_\_\_ for reason for

mobilization: \_\_\_\_\_. A copy of my

order to active duty is attached.

New Jersey Permanent Statutes 18A:62-4.2 specifies that "A student who has completed at least eight weeks of attendance in a course may choose to: (1) receive a letter grade; or (2) receive a grade of pass or fail; or (3) receive a grade of incomplete; or (4) withdraw from the course. A student who has completed less than eight weeks of attendance in a course may choose to: (1) receive a grade of incomplete; or (2) withdraw from the course." A copy of this law is attached. In accordance with this law I choose to: (check one)

\_\_\_\_\_ receive a letter grade    \_\_\_\_\_ receive a grade of pass or fail

\_\_\_\_\_ receive a grade of incomplete \_\_\_\_\_ withdraw from the course

To discuss this request, please contact Lieutenant Colonel Henri Schepens, Education Services Officer, at (609) 562-0654. Thank you for your consideration in this matter and I hope to return to classes as soon as I am released from active duty.

Sincerely,

\_\_\_\_\_  
Soldier's Signature

**Enclosure: Soldier's Orders**  
**N.J.S. 18A:62-4.2**

\_\_\_\_\_  
Printed Name of Soldier

\_\_\_\_\_  
Soldier's Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Lender

\_\_\_\_\_  
Lender's Address

\_\_\_\_\_  
City, State, Zip

Dear Loan Administrator:

I, \_\_\_\_\_, SSN: \_\_\_\_\_

have been ordered to active duty for reason for mobilization:

\_\_\_\_\_. A copy of my order to duty is attached. I request that my student loan(s) if in an in-school status, an in-school deferment status, or in a grace period status remain in that status during my period of active duty. I also request the appropriate time for me to resume enrollment in the next regular enrollment period that is available.

If my loan(s) are in a repayment status, I request forbearance for the period indicated on my attached orders.

Should you have any questions please contact Lieutenant Henri Schepens, the Education Services Officer, at 605-562-0654

Sincerely,

\_\_\_\_\_  
Soldier's Signature

**Enclosure: Soldier's Orders**  
New Jersey Army National Guard

\_\_\_\_\_  
Printed Name of Soldier

\_\_\_\_\_  
Soldier's Street Address

\_\_\_\_\_  
City, State, Zip

CF:

\_\_\_\_\_  
Unit  
NJARNG Education Center